



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 08-16
OPEN: APRIL 15, 2016
CLOSE: MAY 13, 2016**

POSITION TITLE: RATE AND COST ANALYST (SUBJECT MATTER EXPERT)
GRADE: PRC-7
SALARY RANGE: \$114,341 - \$160,662
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF ACCOUNTABILITY AND COMPLIANCE
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

SECURITY
CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE
CONSIDERED: OPEN TO ALL US CITIZENS

INTRODUCTION

The Postal Regulatory Commission has an exciting employment opportunity for a highly motivated, highly skilled person with experience in accounting, economics and other technical or analytical areas.

OVERVIEW

The Postal Regulatory Commission is a small, independent agency that is part of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and to directly contribute to the agency's mission.

OFFICE OF ACCOUNTABILITY AND COMPLIANCE (OAC)

This Office is responsible for promoting United States Postal Service transparency and accountability by establishing and maintaining a modern system to regulate rates, ensuring Postal Service compliance with the Postal Accountability and Enhancement Act (PAEA), making recommendations based on the analysis of financial reports from the Postal Service, and by preparing annual and periodic reports to Congress. The Office of Accountability and Compliance serves the Commission and Commissioners, the Postal Service, mailers, the U.S. Department of State, and the American public.



MAJOR DUTIES AND RESPONSIBILITIES

A Subject Matter Expert in the Office of Accountability and Compliance will act as a primary source of knowledge, technique, and expertise in the area of Postal Service rate setting and costing, function as the organizational ambassador for Postal rate setting and costing; and apply expertise to support the Commission's vision and strategic direction.

This position will lead in the establishment and maintenance of rules, regulations and procedures regarding the regulation of rates to be followed by the Postal Service. This position will analyze complex Postal Service economic and financial data and provide recommendations to Division and Office leadership within the Compliance Division of the Office of Accountability and Compliance. It will also be providing expert advice to the Commission on matters pertaining to Postal regulatory policies. This position will execute complex economic analyses to inform and support the recommendations of the Deputy Director and Office Director.

A Subject Matter Expert:

- Leads project teams in the establishment and maintenance of rules, regulations and procedures regarding the regulation of rates to be followed by the Postal Service.
- Analyzes Postal Service and other data, including costing, pricing, and rate design activities.
- Leads in the replication of quantitative analyses in the areas of costing, pricing, and rate design and provides recommendations to the Deputy Director and/or other Commission staff based on findings.
- Provides expert advice to the Commission on matters pertaining to Postal regulatory policies, including: detailed statistical studies and survey data; cost data and methodologies; databases of service units compiled for specific operations; operational cost models; quantitative and qualitative reports, studies, and surveys outlining the degree of market price and service competition; and other economic evidence and argument pertaining to market power, competitive access, or potential anti-competitive impacts and effects.
- Prepares and reviews written and oral reports based on data analyses.
- Conducts ongoing analyses of Postal Service performance (e.g., productivity and operations) and drafts reports and/or briefs the Commission on findings.
- Reviews and evaluates Postal Service non postal services and provides recommendations regarding the public need of the service, the ability of the private sector to meet the public need for the service, and the classification of the service as market dominant, competitive, or experimental products.
- Analyzes technical components of formal complaints and appeals.
- Leads the technical development of Commission reports.
- Reviews technical components of Postal Service reports, proposals and notices.
- Responds to special study requests from Congress.
- Responds to information requests from Congress, the USPS, mailers, and/or the general public.

QUALIFICATIONS AND EVALUATION

To be considered, candidates must have a minimum ten years' experience in the area of postal costing and rate setting, and demonstrate the education and/or experience that have equipped them with the ability, skills, and knowledge to successfully perform the duties of this position. Candidates are strongly encouraged to describe their relevant education and experience, and to submit a work sample demonstrating their analytical and communication skills.



Applicants will be evaluated and ranked based on evidence of ability to successfully perform the duties of the position. Up to 10 points will be assigned for each of the following criteria:

1. Thorough understanding of U.S. Postal rate making
2. Thorough understanding of the United States Postal Service operations and services
3. Thorough understanding of Postal Service market, products, and mail classification
4. Knowledge of U.S. Postal laws
5. Thorough understanding of cost attribution principles and methodologies
6. Ability to effectively communicate technical concepts both orally and in writing
7. Ability to organize time and tasks to successfully complete activities
8. Ability to collaborate with others in a team
9. Problem solving and critical thinking/analytical skills
10. Expertise in quantitative fields, such as Statistics, Economics, and Finance

REQUIRED EDUCATION

Successful completion of a course of study in an accredited college or university leading to a Master degree or higher in a quantitative field (e.g., mathematics, engineering, business, operations research, science) that included four higher level courses in quantitative analysis,

BENEFITS

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.opm.gov/healthcare-insurance/healthcare/>

Life insurance coverage is provided. More info: <http://www.opm.gov/healthcare-insurance/life-insurance/>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.ltcfeds.com/>

New employees are automatically covered by the **Federal Employees Retirement System (FERS)**. If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.opm.gov/retirement-services/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2016>

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information regarding this program.

You may participate in the **Flexible Spending Account (FSA)** program for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans.



CONDITIONS OF EMPLOYMENT

- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- To ensure the accomplishment of our mission, the Postal Regulatory Commission requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation as a condition of placement into this position.
- If you are a male born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact Mrs. Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

VETERANS INFORMATION

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference must submit Form SF-15, Application for 10-point Veterans' Preference.

Without this documentation, you will not receive veteran's preference.

LEGAL AND REGULATORY GUIDANCE

Social Security Number—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.



Privacy Act–Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature–Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements–If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service–If you are a male applicant born after December 31, 1959, upon request you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

WHAT TO EXPECT NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

HOW TO APPLY

In order for your application to be considered complete, the following documents must be submitted:

1. Cover Letter (no more than two pages)
2. Resume showing relevant experience; (*If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume*)
3. Five-year salary history
4. A minimum of three references (at least one professional)
5. Five point veterans must submit a DD214
6. Ten point veterans *must* submit the following:
 - a. A copy of your DD214
 - b. Application for 10-point Veteran's preference, SF-15 http://www.opm.gov/forms/pdf_fill/sf15.pdf
 - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
 - d. If you're currently serving on Active Duty: submit a statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>.

Additionally, applicants are strongly encouraged to submit:

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)
http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf



All applications must be received by 11:59 pm on May 13, 2016.

Completed applications will be accepted via email to the following email address: prc0816@prc.gov .

If you plan to submit your application by mail, please send your application at least two weeks before the deadline as mail to federal government agencies in Washington, DC may be delayed by security screening procedures.

Mailed applications will be accepted at the following address:

Postal Regulatory Commission
901 New York Ave., NW Suite 200
Washington, DC 20268-0001
ATTN: Vacancy # PRC08-16

Applications will not be accepted by fax.

For More Information

You can obtain forms and additional information by contacting Mrs. Sherri Proctor at 202-789-6869.